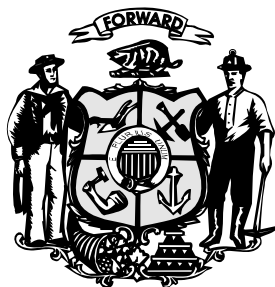


STATE OF WISCONSIN  
Public Records Board

SCOTT WALKER  
GOVERNOR

Georgia Thompson  
Executive Secretary



4622 University Ave., 10A  
Madison, WI 53702

Telephone 608/266-2770

---

Minutes - Public Records Board - Records Management Committee Meeting  
Tuesday, February 6, 2014; 1:00 - 4:00 PM  
Legislative Audit Bureau Conference Room

---

Committee Members Present: Mary Burke, Helmut Knies, Bryan Naab

- 1) **Call to order:** 1:30 PM
- 2) **Approval of Minutes:** The minutes for October 15, 2013 were approved as submitted. Helmut Knies/Mary Burke.
- 3) **RDA Review:** There was discussion on the many RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

Lakeshore Technical College (LTC) submitted several RDA's covering a wide range of departments again. The Committee has been impressed by their effort and commended the LTC representative's in attendance. The Committee also noted the continued attendance of agency Record Officers who have submissions under review which greatly assists the process.

During the review of RDA's there was a discussion about scheduling of electronic records. The Committee members and Records Officers present discussed the scheduling of systems, databases, and their different elements. Everyone agreed it is difficult to know what is and is not a record and what should be kept under a general schedule vs agency RDA. Dawn Bluma agreed to create a document designed to help everyone when scheduling electronic records for the April 15, 2014 meeting.

- 4) **GS Update:** Georgia Thompson gave updates on several General Schedules.
  - a) **Information Technology:** This renewal is in the final stages of drafting before it's reviewed by stakeholders. A final draft should be ready for the third quarter review cycle.
  - b) **Motor Vehicle:** This renewal will be presented to the Administrative Officers Council February 12, 2014. A final draft should be ready for the second quarter review cycle.
  - c) **Legal:** The committee should have a draft ready by February 10, 2014. The draft will then be sent to the Record Officer Council for review. A final draft should be ready for the third quarter review cycle.
- 5) **Other Business:**
  - a) **RDA Amendments:** Georgia Thompson reviewed the draft document distributed prior to the meeting. The document seeks to reconfirm the current authority the Executive Secretary has to make changes to record series' without Board review and approval and requests additional

authority to make other non-substantive technical changes. After discussion and review the committee asked to have another change included in the new additional authority items: add or change contact information such as names, email addresses, and phone numbers. The committee approved the document as amended and will present it for Board review and approval at the March 3, 2014 Public Records Board meeting.

- b) **Index Footer Language:** Bryan Naab led a discussion of the draft language distributed prior to the meeting. The committee decided the language should not be included as a footer on every, rather it should be within the body of the index in one place. They asked Kathryn Egeland to draft an example showing the two language and placement options the committee would like to present at the March 3, 2014 Public Records Board meeting.
- c) **Review Packet:** The Committee discussed the current review packet process including the timing of when the review packet is sent to committee members, quarterly submission size, and index formats. The committee asked to have review packets sent out as quickly as possible after each deadline to allow them maximum review time. They also agreed that the Executive Secretary and staff could send a partial review packet if they received a large quantity of submissions prior to a quarterly deadline.

Meeting adjourned at 3:50 PM.

Next meeting: April 15, 2014.